



City of Columbus, Ohio

THIS IS NOT AN ORDER

Solicitation - 90 2010 SO034605

Respond before: 06/23/2010 9:00 am

Bid Contact : Ken Euman
375 South High Street, 3rd Floor
Columbus OH 43215 -
For inquiries call : (614) 645 8183

GROUP	ITEM	QTY	DESCRIPTION
1	001	1.00 LT	Paper Cutting, Drilling, Folding, Punching, Shredding, Trimm
<p>Scope:</p> <p>It is the intent of the City of Columbus, Franklin County Municipal Court, Clerk of Court, to obtain bids to establish a purchase order for one (1) year, for the purchase of On-Site Shredding Services of Court documents for the Clerk's Office, 375 South High Street, Columbus, Ohio 43215.</p> <p>Requirements:</p> <p>The winning bidder shall be certified by the National Association of Information Destruction (NAID).</p> <p>A certificate of destruction must be provided each time files are shredded.</p> <p>All shredded material shall be recycled.</p> <p>All shredding be completed on-site (mobile) at 375 South High Street, Loading Dock, Columbus, Ohio 43215.</p> <p>The winning bidder shall retrieve the totes from the floors and transport them to the dock for shredding.</p> <p>Shredding will be done one (1) time per week. The average number of pounds per week (2,160) is provided for informational purposes only and may not constitute actual pounds.</p> <p>Extra requests for shredding shall be allowed and expected during the week (Monday through Friday) and response to within a 24 hour period, excluding weekends and holidays.</p> <p>Only totes that are 3/4 full or more will be taken for shredding, if less than 3/4 full, shredding of that tote's contents must be authorized by a Deputy Clerk.</p> <p>All shredding will require an employee of the Clerk's office to witness the shredding.</p> <p>Documents will be stored in 64 gallon tote containers, provided by the winning bidder. The tote shall be secured, so that no documents stored in them, can be retrieved without unlocking the lock(s). Number of totes will be decided by the winning bidder. Totes will be located on 5 different floors in the Clerk's Office and will be determined after the bid is awarded.</p> <p>All costs associated with this project must be included in the final total bid.</p> <p>Price quotes should reflect fees on a monthly basis.</p> <p>Any additional fees please document in the comment section.</p> <p>For additional information concerning this bid, including procedures for obtaining a copy of the bid document(s) and how to submit a proposal, you must go to the City of Columbus Vendor Services web page (http://vendorservices.columbus.gov) and view this bid number in the open solicitations listing.</p>			
1	002	1.00 LT	Paper Cutting, Drilling, Folding, Punching, Shredding, Trimm

Scope:

It is the intent of the City of Columbus, Franklin County Municipal Court, Clerk of Court, to obtain bids to establish a purchase order for the purchase of Off-Site Shredding Services for approximately 1,900 boxes for the Clerk's Office, 375 South High Street, Columbus, Ohio 43215.

Requirements:

The winning bidder shall be certified by the National Association of Information Destruction (NAID).

A certificate of destruction shall be provided after the completion of the shredding.

All shredded material shall be recycled.

The location for the shredding of the boxes and their contents is at 3SG's warehouse located at 363 Marietta Road, Chillicothe, Ohio 45601.

The number of boxes (1,800) is provided for informational purposes only and may not be the actual number of boxes to be shredded.

Box dimensions = 16" x 9 3/4" x 12 1/4". Each box will contain approximately 100 case file folders. Boxes are to be shredded along with the contents.

Shredding will occur in the presence of a Deputy Clerk, when the Court documents have been imaged and have been approved for destruction.

The time frame for the shredding may be earlier or later than December 2010.

All handling costs shall be included in the final total bid for Line Number 2.

Bidding instructions:

Line # 2 - in the Comment field please enter your cost for shredding (1) box.

For additional information concerning this bid, including procedures for obtaining a copy of the bid document(s) and how to submit a proposal, you must go to the City of Columbus Vendor Services web page (<http://vendorservices.columbus.gov>) and view this bid number in the open solicitations listing.

DELIVERY ADDRESS:

(See below)

Terms:

Pursuant to City of Columbus Code Section 3907.05, all contractors, including subcontractors, who are a party to a contract as defined in C.C. 3901.01, must hold a valid contract compliance certification number.

For information regarding contract compliance, please contact the Equal Business Opportunity Commission Office at (614) 645 - 4764.

Equal Opportunity Clause

(1) The contractor will not discriminate against any employee or applicant because of race, color, religion, sex or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment upgrading, demotion, or termination; rates of pay or other forms of compensation; and selection for training. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices summarizing the provisions of this Equal Opportunity Clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that the contractor is an equal opportunity employer.

(3) It is the policy of the City of Columbus that business concerns owned and operated by minority and female persons shall have the maximum practical opportunity to participate in the performance of contracts awarded by the CITY.

- (4) The contractor shall permit access to any relevant and pertinent reports and documents by the Executive Director for the sole purpose of verifying compliance with this article, and with the regulations of the Equal Business Opportunity Commission Office. All such materials provided to the Executive Director by the contractor shall be considered confidential.
- (5) The contractor will not obstruct or hinder the Executive Director or her deputies, staff, and assistants in the fulfillment of their duties and responsibilities imposed by Article I, Title 39.
- (6) The contractor and each subcontractor will include a summary of this Equal Opportunity Clause in every subcontract. The contractor will take such action with respect to any subcontract as is necessary as a means of enforcing the provisions of the Equal Opportunity Clause.
- (7) The contractor agrees to refrain from subcontracting any part of this contract modification thereto to a contractor not holding a valid contract compliance number as provided for in Article I, Title 39.
- (8) Failure or refusal of a contractor or subcontractor to comply with the provisions of Article I, Title 39, may result in the cancellation of this contract.

DELIVER TO

Ken Euman
375 South High Street, 3rd Floor
Columbus OH 43215 -